



## **JOB SPECIFICATION**

Code 21070

Grade GS 53

# **WELL MAINTENANCE SUPERVISOR**

### **General Purpose**

Under general supervision, supervise and coordinate and assist in the work activities of crews engaged in water well and booster pump repair and maintenance.

### **Typical Duties:**

Supervise and coordinate water well and booster pump repair and maintenance. Involves: Schedule daily crew assignments. Prepare work orders. Coordinate equipment and materials for well maintenance crews. Maintain and operate wells reservoirs, booster station chlorination equipment, well, booster station and reservoir pumping equipment. Assist well maintenance crews to: install valves, cut with torches, weld, install pumps, break down pumps for inspections and maintenance, install water cans in new construction of booster stations, adjust pump impellers, wash walls of reservoirs, repair water leaks on discharge lines and small fittings, get Bac-t's samples and chlorine residuals from boosters, wells and reservoirs. Ensure all preventative and corrective maintenance is completed according to all regulatory rules and guidelines. Inspect column pipe, oil tube and shaft. Monitor video screens of wells. Monitor installation of new pumps.

Coordinate ongoing maintenance operations. Involves: Ensure natural gas engines are operational at all times. Inspect for oil and water leaks and repair or replace as needed. Enter all monitoring, work orders, daily activity and regulatory records into automated databases. Enter equipment maintenance and repair updates on Hansen database. Record water pressure, level, rate, stages, RPM's, frame, model number, etc into database. Oversee and monitor contractors to ensure work is performed in a proper, safe and timely manner. Ensure contracted preventative and corrective maintenance is performed to comply with all regulatory requirements. Develop and provide safety training to contracted workers.

Supervises crew leaders, trades, technical and labor staff. Involves: Schedule, assign, and review of operational and procedural activities. Prioritize and coordinate crew activities. Instruct, guide and check work. Appraise employee performance. Provide training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony.

### **Knowledge, Skills, and Abilities**

- Application of considerable knowledge of maintenance, repair, replacement and construction of water distribution systems.
- Application of considerable knowledge of the State health and safety regulations on well production maintenance and repair.
- Application of considerable knowledge of tools, equipment, materials and supplies utilized in the construction, maintenance and repair of water distribution systems.
- Application of good knowledge of supervisory practices and procedures.
- Application of good knowledge of methods to coordinate multiple maintenance projects.
- Application of good knowledge of water distribution systems engineering practices and methods.
- Interpretation of federal, state, and City laws, rules, regulations, related to well production maintenance and repair, state and local labor, and occupational safety and health rules and regulations.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.



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- Clear, concise oral and written communication to train staff in health, safety and work practices, prepare comprehensive and concise reports for management and regulatory agencies.

### ***Other Job Characteristics***

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, entering enclosed spaces or trenches, hazardous materials, air and/or water borne pathogens, vehicular traffic, dangerous insects, snakes and animals during field inspections.
- Frequent walking, bending, stooping, squatting, and moving or lifting equipment, tools and materials weighing up to 100 pounds.
- Subject to recall for emergencies.
- Regular operating a motor vehicle through City traffic.
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### ***Minimum Qualifications***

Education and Experience: A High School diploma or GED, and five (5) years experience in construction, maintenance or repair of water wells or pumping stations, including two (2) years lead work or supervisory experience.

Licenses and Certificates: Class "B" Water Operators License issued by the State of Texas required at time of appointment. A valid Texas Class C Driver's License or equivalent from another state required at time of application.